Background Check System (BCS) User Manual:
Log into BCS Using SecureAccess Washington (SAW)

About This Manual

Welcome to the Background Check System (BCS) User Manual. This manual is intended to serve as a guide as you create user logins in SecureAccess Washington (SAW).

Please note that the BCS system (and therefore this manual) is subject to alteration. Modifications/updates to the manual may result from changes in State or Federal policies and procedures, BCS system upgrades, or other factors.

BCS was developed for use by the DSHS Background Check Central Unit (BCCU). Use of BCS and this manual is restricted to authorized end users of BCS system. BCCU can be contacted at **bccuinquiry@dshs.wa.gov**.
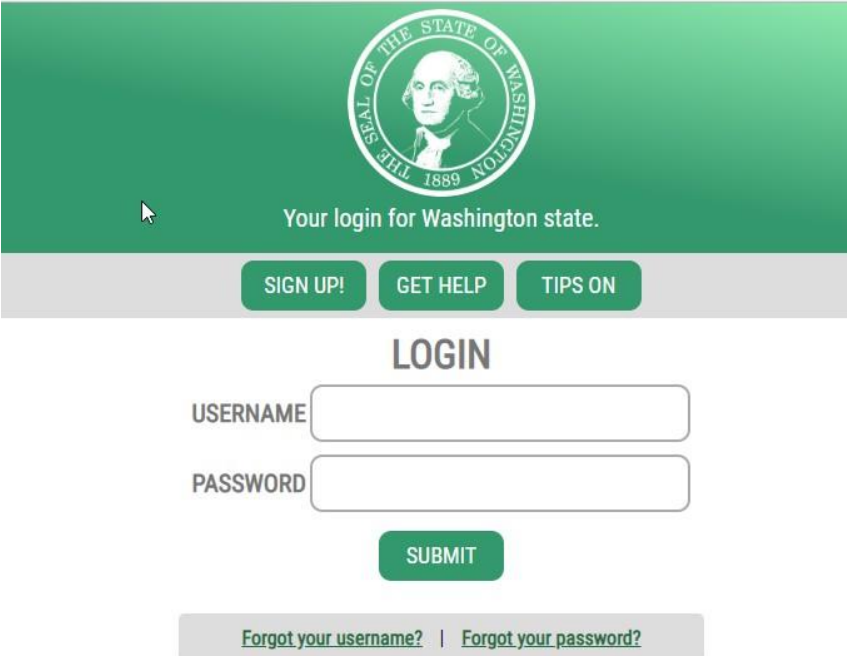
Logging in to SecureAccess Washington

Using Google Chrome internet browser, refer to this link https://secureaccess.wa.gov/myAccess/saw/select.do. It will take you to the SAW logon screen (shown below).

Note: If you are an **applicant** required to complete a Background Check Authorization form, you do **not** need a SAW account. Please use Google Chrome and refer to the online Background Check Authorization form at this link https://fortress.wa.gov/dshs/bcs/.

If you are an entity who already has a SAW account, enter your username and password and click **Submit** and proceed to page 7, Adding BCS to your list of SAW Services.

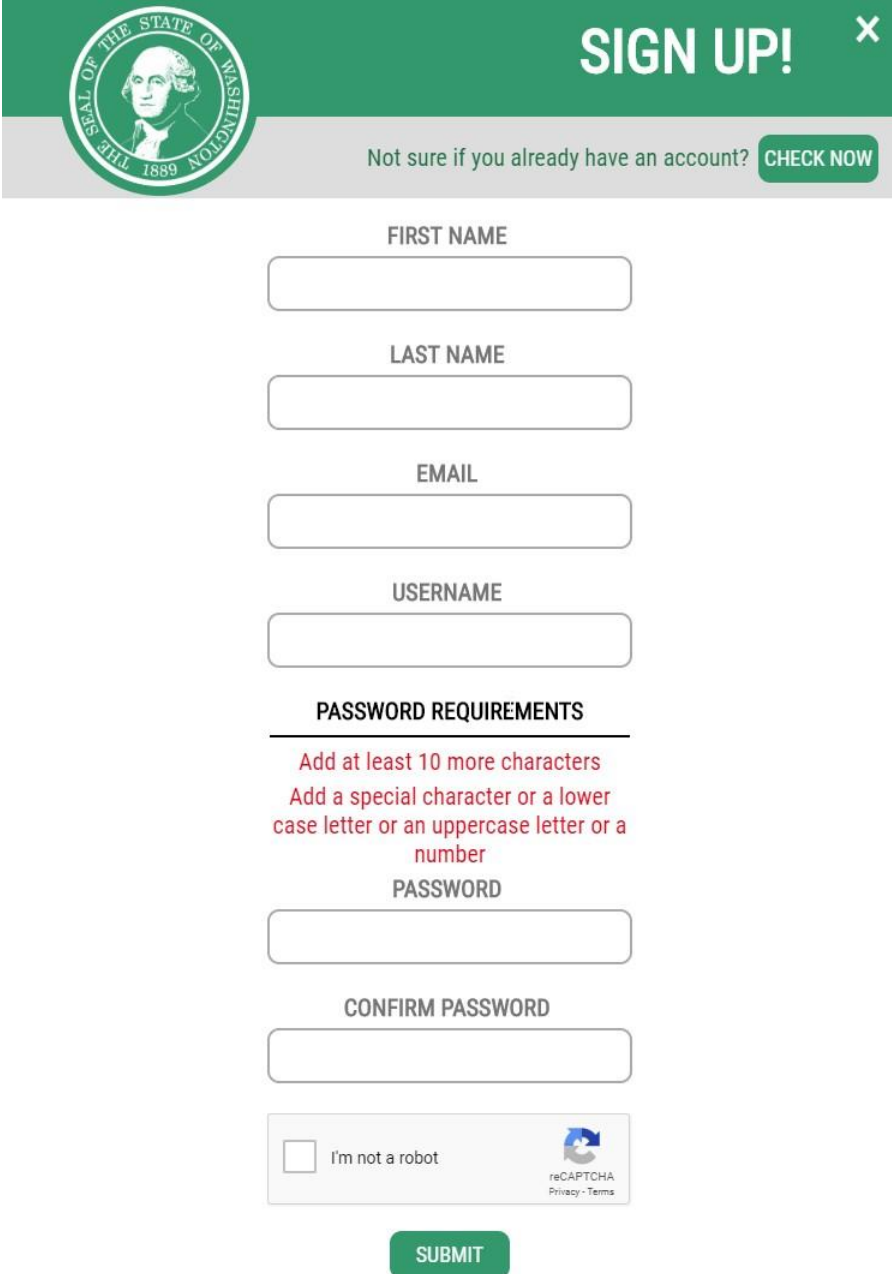If you do not have a SAW Log-in, select **Sign-Up!.**

Create an Account

User will be taken to a **Sign Up!** screen. You will need the following to create a SecureAccess Washington Log-in account:

1. First Name and Last Name
2. Email address
3. Username & Password
   a. Ensure password meets requirements as shown below
4. Validate **I'm not a robot** message. Select **Submit**

Name & Email

BCS users will need to enter the following:

1. First Name
2. Last Name
3. Email Address
4. Username (the chosen username does not need to match the email address)

FIRST NAME

BCSTEST

LAST NAME

TESTBCS

EMAIL

BCSTESTAPP13@GMAIL.COM

USERNAME

bcstestapp13

User ID & Password

Within **User ID & Password,** the user will create a Username and Password for logging-in to SAW. User must follow the requirements for creating a password to successfully move to the next step.

NOTE: Password Requirements prompt displays until a correct password is entered. Use $, #, or ! special character, as other special characters do not always work.

PASSWORD REQUIREMENTS

Add at least 10 more characters
Add a special character or a lower
case letter or an uppercase letter or a
number

Ex. When a password is entered that does not follow the requirements, the user will be prompted by an error message. See below:

PASSWORD REQUIREMENTS

Add at least 3 more characters
Add a special character or a number
PASSWORD

••••••••

CONFIRM PASSWORD
Your passwords do not match.

•••••••••••

After the user has corrected the Username and Password, the user must select the Check box **I'm not a robot.** This CAPTCHA serves as another security measure.

I'm not a robot

reCAPTCHA
Privacy · Terms

SUBMIT

Select **SUBMIT.** User will be prompted with a **CHECK YOUR EMAIL** message stating that the activation link has been sent to the email address provided.

SIGN UP! ✕

Not sure if you already have an account? CHECK NOW
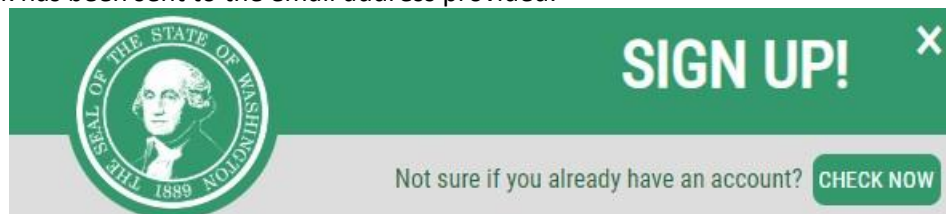
CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.

Check Email

Within **Check Email,** the user is directed to check their email account for the final steps in activating their SAW account.

User will receive an email immediately in their email inbox (below). In the email, the user will be directed how to activate their account.

Log into SecureAccess Washington

Upon activating the user account from the email message, the user will be immediately directed to log into SecureAccess Washington (SAW) account page.

Adding BCS to your list of SAW Services

Once you have completed setting up your SAW account, you can now add BCS as a service to your SAW account following the setup instructions below.
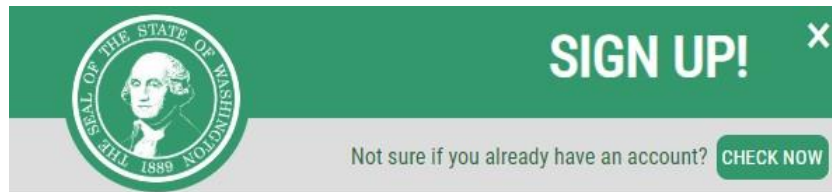
1. Enter your login information. Select **Submit.**

2. If you experience the following and receive an **Access Denied** message, please select **service registration** link to proceed.

      a. **Note:** This occurs sporadically when a user does not have a service linked to their SAW profile.
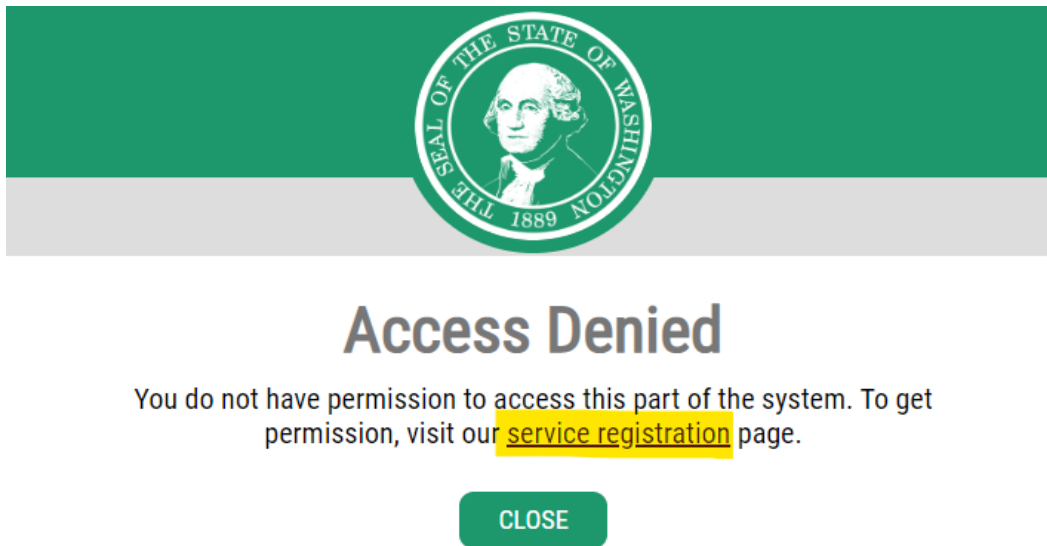
3. You will be directed to the SAW home screen. Select the **Add a New Service** button.
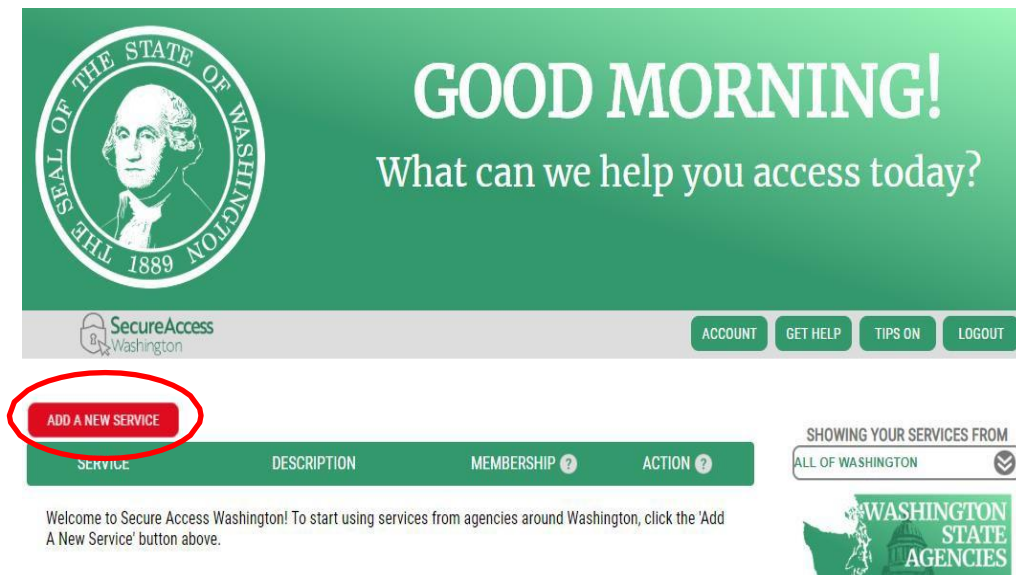
4. Select **I would like to browse a list of services**.

     a. If you have received a Registration Key email from BCS, do not enter the registration key in the I have been given a code field. You will enter the Registration Key at a later time.
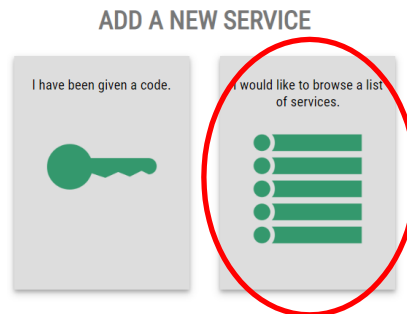
5. Select **Department of Social and Health Services**.

6. Select **APPLY** to add BCS as a service.
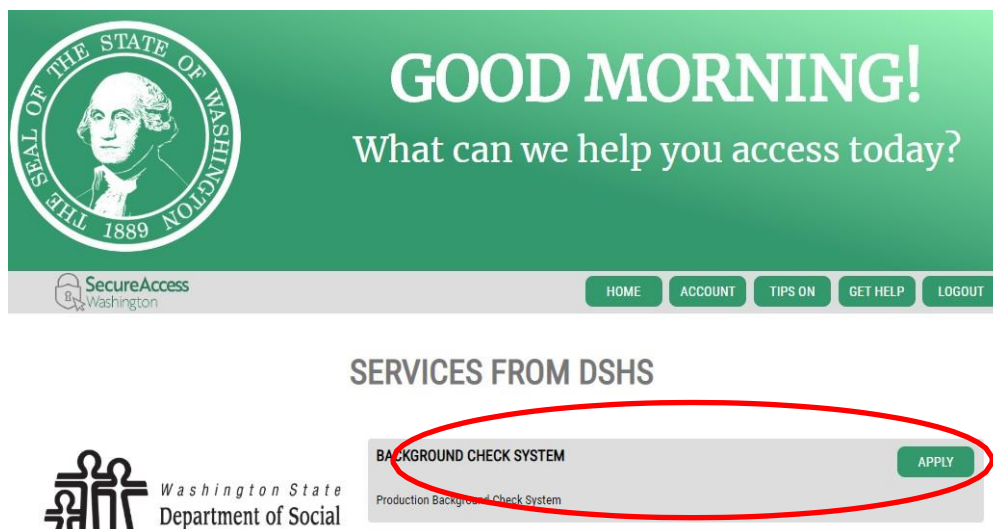
7. User should receive a **REGISTRATION COMPLETE** message indicating that the service was added successfully.
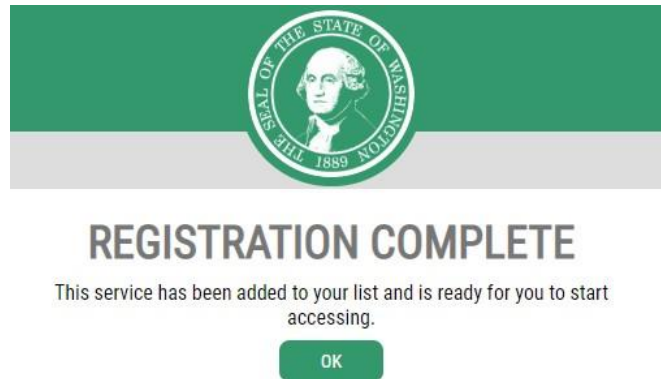
8. Select **OK**. User will be directed to their services page. Select **Background Check System** to access BCS.
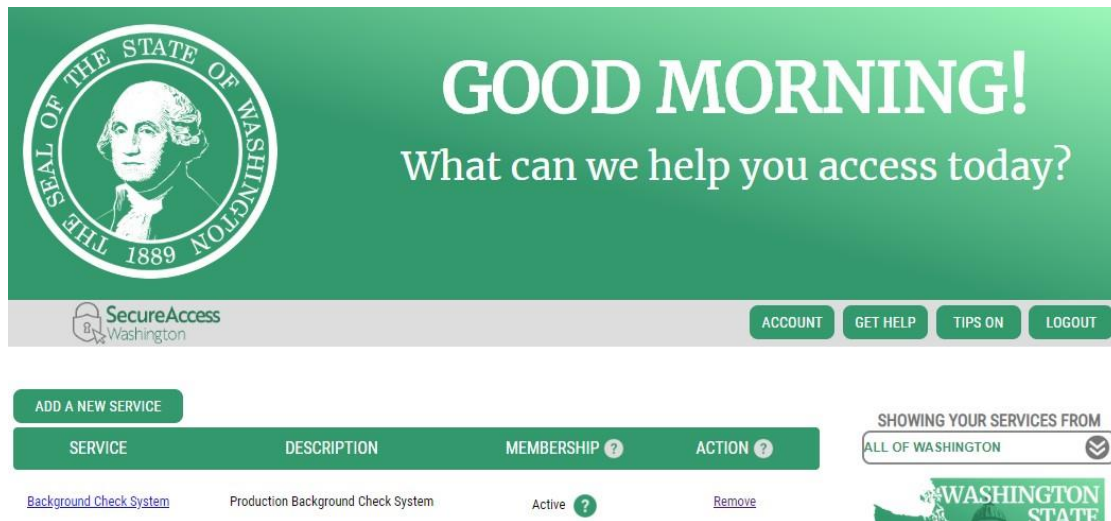
Multi-Factor Enrollment

Once user has logged into SAW the next step will be to setup the **Multifactor Authentication (MFA) enrollment**. This serves to inform SAW that the intended user is the person signing in. The system will prompt you to set up some information for MFA enrollment. This will involve providing at least one email address and one phone number as well as setting up a few questions and answers. The user will also have the option of adding multiple emails and/or phone numbers reference:

MULTI-FACTOR AUTHENTICATION (MFA)

Multi-Factor Authentication adds an extra layer of security to your account.

- Requires an additional check beyond username and password
- Helps prevent identity theft and fraud
- Is an Office of the Chief Information Officer (OCIO) requirement for applications containing personally identifiable information (PII)

ADD MFA TO YOUR ACCOUNT

We will collect additional emails and phone numbers where we can send codes to verify you in the future.

BEGIN

1. Select **BEGIN** to add MFA to your account.

ADD MFA TO YOUR ACCOUNT

We will collect additional emails and phone numbers where we can send codes to verify you in the future.

BEGIN

2. Email Enrollment.

ADD EMAILS

Enter the email addresses that you would like us to send verification codes when we need to make additional security checks.

PRIMARY (REQUIRED)

OPTIONAL

NEXT

3. Phone Enrollment.

ADD PHONES

Enter the phone numbers you would like us to use for additional security checks. When those occur, you will be able to choose between text messages or an automated call if you prefer to use a number that doesn't receive texts.

PRIMARY PHONE

10 DIGIT NUMBER

[   ]

OPTIONAL PHONE

10 DIGIT NUMBER

[   ]

EXTENSION (OPTIONAL)

[   ]

NEXT

4. Review and Finalize. Select **SUBMIT**.

REVIEW AND FINALIZE

Please review the information you have entered and make any changes before pressing the "SUBMIT" button.

PHONE NUMBERS
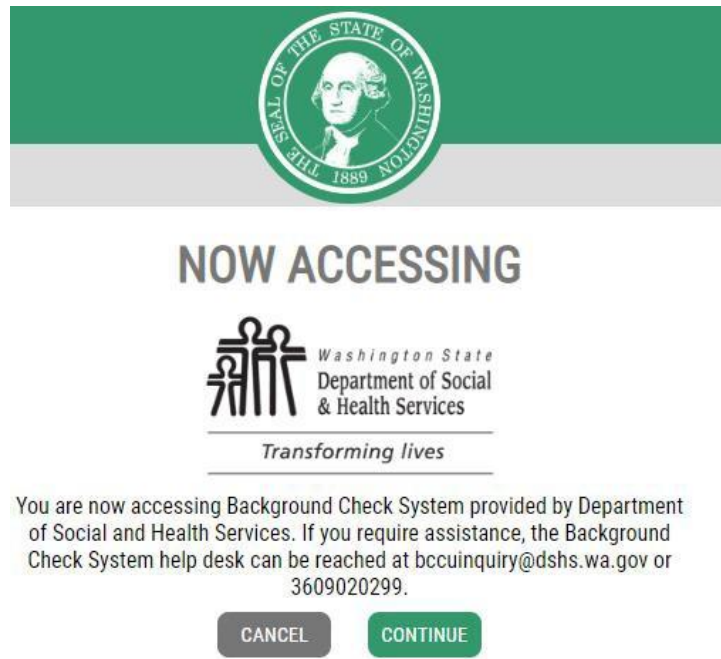
PRIMARY ▉▉▉▉▉▉▉

EMAILS

EMAIL 1: ▉▉▉▉▉▉▉

Would you like us to add this computer to our list of known devices? Users who access the system using a known device are slightly less likely to be challenged.
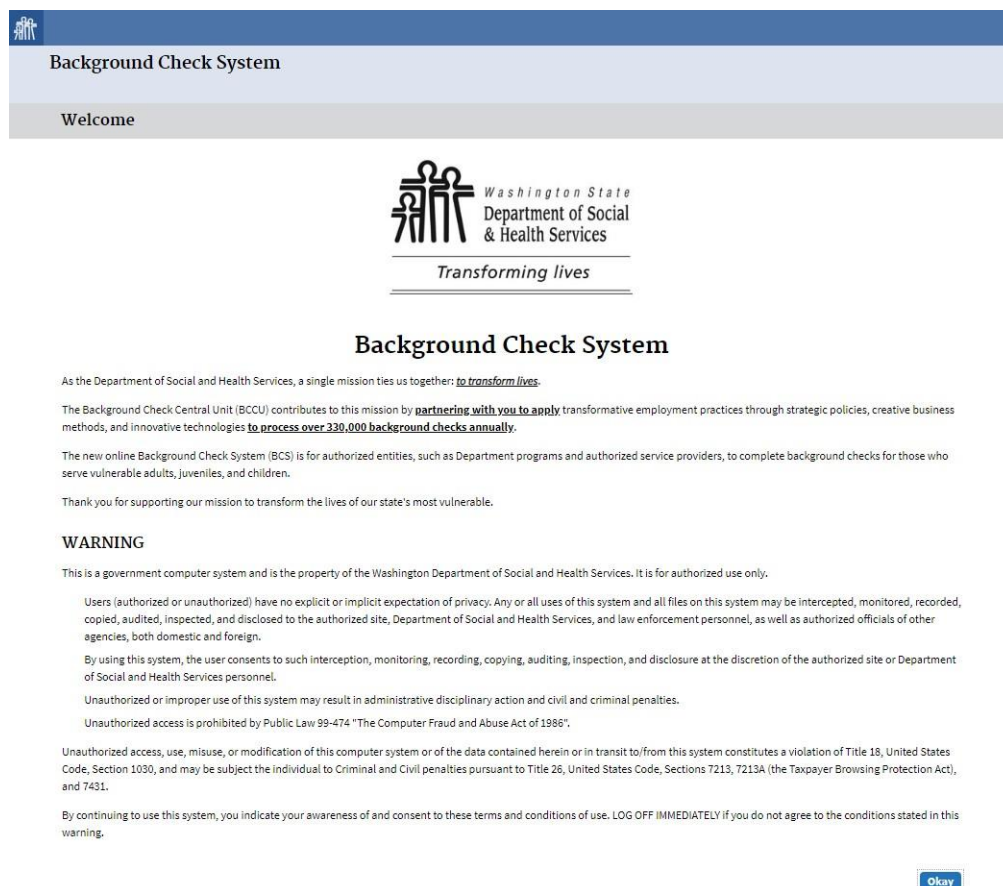
- ● Yes
- ○ No

CHANGE   SUBMIT

Upon logging into SAW with Multi-Factor Authentication, the user must select **CONTINUE** to proceed with accessing BCS.

After selecting **CONTINUE**, the user will be directed to the BCS Welcome page.

NOTE: Please bookmark this link in your Google Chrome browser; it is the URL specific to accessing BCS. Moving forward this will be the only login screen and your SAW account credentials will be used to access BCS.

Click **Okay**, then the Registration page appears. Enter the **Registration Key** provided on the BCS Registration Letter (emailed to the specific user). You can NOT share your registration key.

For Valid Registration Keys, the Entity Information and User Account Information appear. Click **Register** button.
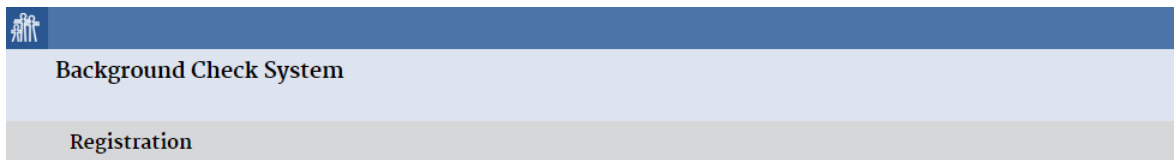
Welcome to the Background Check System (BCS)

You must have your BCS Registration Letter for reference prior to completing the steps below. Only the Primary Account Administrator should complete this registration process.

To register for BCS access:

1. Enter the Registration Key included in the BCS Registration Letter and click "Search"

2. Confirm the Entity name and address is correct -- Contact your DSHS oversight program or the Background Check Centeral Unit if the Entity Information is not accurate

3. You will receive a confirmation that your registration was processed

Registration Key

Registration Key   *Required*

▇▇▇▇▇▇▇

[Search]

Entity Information

01 Briarwood Senior Family Home LLC

Aging & Long-Term Support Administration > Residential Care Services > Adult Family Home

Entity Account Number
License
City

User Account Information

Username (Email)   ▇▇▇▇▇▇gmail.com
User Profile Status   *Pending*
First Name
Last Name

[Cancel] [Register]

a. If the information is incorrect or the Registration Key is invalid, contact BCCU or the Primary Account Administrator (PAA) to resend a new registration key letter.

b. If the information is valid, select **Register.**
c. The BCS User Access Agreement page appears. Click **I Agree** to continue into BCS.

User Access Agreement

Washington State
Department of Social
& Health Services

Transforming lives

BY CLICKING "I AGREE", I UNDERSTAND AND ACCEPT THE FOLLOWING TERMS OF USE FOR ACCESSING THE BACKGROUND CHECK SYSTEM (BCS):

- BCS is a restricted information system maintained by the Washington State Department of Social and Health Services (DSHS).
- BCS contains confidential and restricted information that I will protect as required by federal and state law.
- I will comply with applicable DSHS confidentiality and security policies.
- Unauthorized use of BCS or any records accessed through BCS is prohibited and may be subject to criminal and/or civil penalties or may result in formal disciplinary action by DSHS, including termination of my employment or contract.
- If I have potential access to national (fingerprint) criminal history records, I have completed Criminal Justice Information System (CJIS) Security Awareness Training.
- The use of criminal history record information obtained through a national (fingerprint) check must comply with the CJIS Security Policy.
- Dissemination or use of national criminal history records for any other purpose is a violation of federal law.
- System usage may be monitored, recorded, and is subject to audit.
- If I have any questions regarding federal, state, or DSHS requirements around system usage, or require access to applicable confidentiality and security policies, I will contact my direct supervisor or program contact.
- Use of this system indicates consent to monitoring and recording of my system usage and indicates I understand and agree to comply with the above terms.

I Agree **Go Back**

Quick Tips and Suggestions

- If you are not successful at linking to your existing BCS account, you can **Remove** the service in SAW and reapply.
- If you enter the incorrect username/password multiple times, your account may become suspended. For assistance, please email BCCU at bccuinquiry@dshs.wa.gov.

Multi-Factor Authentication

Once you have answered these questions and successfully verified your identity, you will be prompted to enroll in multi-factor authentication**.**

- You must first establish your security questions and answers. Special characters are not permitted when answering the security questions.
- You will then provide phone numbers (the country code for USA is at the top of the drop-down list) and e-mail addresses. Phone numbers should be direct lines, as you may get a call from the system when you attempt to login.
- You will have the option to update the telephone number and/or email address used for Multi-Factor Authentication when logging into BCS. Prior to logging into BCS, it will prompt you to **Change** your information or **Proceed** with logging in.

You may be required to perform multi-factor authentication several times when trying to access BCS from the device. This is so that SAW can adapt to the device that is being used. If you switch devices or another user uses the device each user will be required to authenticate the device.